REQUEST MAST

REFERENCES

- MCO 1700.23F
- NAVMC Dir 1700.23F

TOPICS OF DISCUSSION

- Purpose
- Scope
- Actions
- Command Responsibility
- Procedures
- Considerations

PURPOSE

- Provide clear guidance and inform personnel of Request Mast process

- Understand how to Request Mast (5 W's)

- Understand the proper procedures for Requesting Mast

SCOPE

- The principal means for a Marine/Sailor to communicate
a grievance or seek assistance from his Commander or
superior in their chain of command.

- An attempt to resolve a problem

- Preferred method for submitting Equal Opportunity
formal complaints of discrimination to include

SCOPE

- No Marine has right to Request Mast with CMC

- IGMC or direct representative may hear RM during inspection or command visit

- Marine may Request Mast with immediate commander/commanders in chain up to GCMCA

- Intent is to conduct in person

ACTIONS

- Petition in good faith without fear of reprisal

- Not intended to be used to avoid duty or to circumvent pending legal or

- No delay in process – shoot for no more than 1 day to process/review at any level (a goal)

- Intent is to conduct in person

- May be conducted telephonically or

COMMAND RESPONSIBILTY

- Post Directives/Orders
  - Current MCO/NAVMC and Unit Level Initiating Directive with blank/sample 11296 step-by-step examples
  - Current chain of command within updated Initiating Directive

- Know the process – train your Marines annually

- Make Marine/Sailor available w/witnesses as desired

COMMAND RESPONSIBIL

- Forward up if necessary – communicate vertically and laterally as required

- Request Mast to higher level may be resolved at lower level if Marine is willing to be heard at the lower level

- Expedite closed petitions (CG's eyes only) up the chain without opening

- Ensure records are safeguarded

PROCEDURES

- Ensure that NAVMC 11296 is properly filled out
- Attached any additional information (witness statements, supporting documentation, etc.)
- Be as specific as possible
- State desired outcome
- Provide statement/signature once completed

CONSIDERATIONS

- Request Mast will be conducted in a timely manner – 1 day rule versus rushing to error or disservice to the petitioner

- Disclosure does not have to be made – forward "CG's eyes only" petitions up to the CG-level, notify the chain

- Issues on pending, contemplated, in-progress disciplinary
action may be denied

- Request Mast is not for Fitreps/pg 11 rebuttals

QUESTIONS ???

Questions

- Can a Marine in the brig Request Mast?
- Who is in your first level of Request Mast?
- Can Request Mast be done over the phone?
- Can a Marine receive disciplinary action for impeding Request Mast process?
- Will the Marine always be satisfied with the outcome of Request Mast?
- What formal complaints are preferred through Request Mast?